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| MyCareer@VA

VA Career Development 101

For VA Employees

Course Transcript



VA Career Development 101

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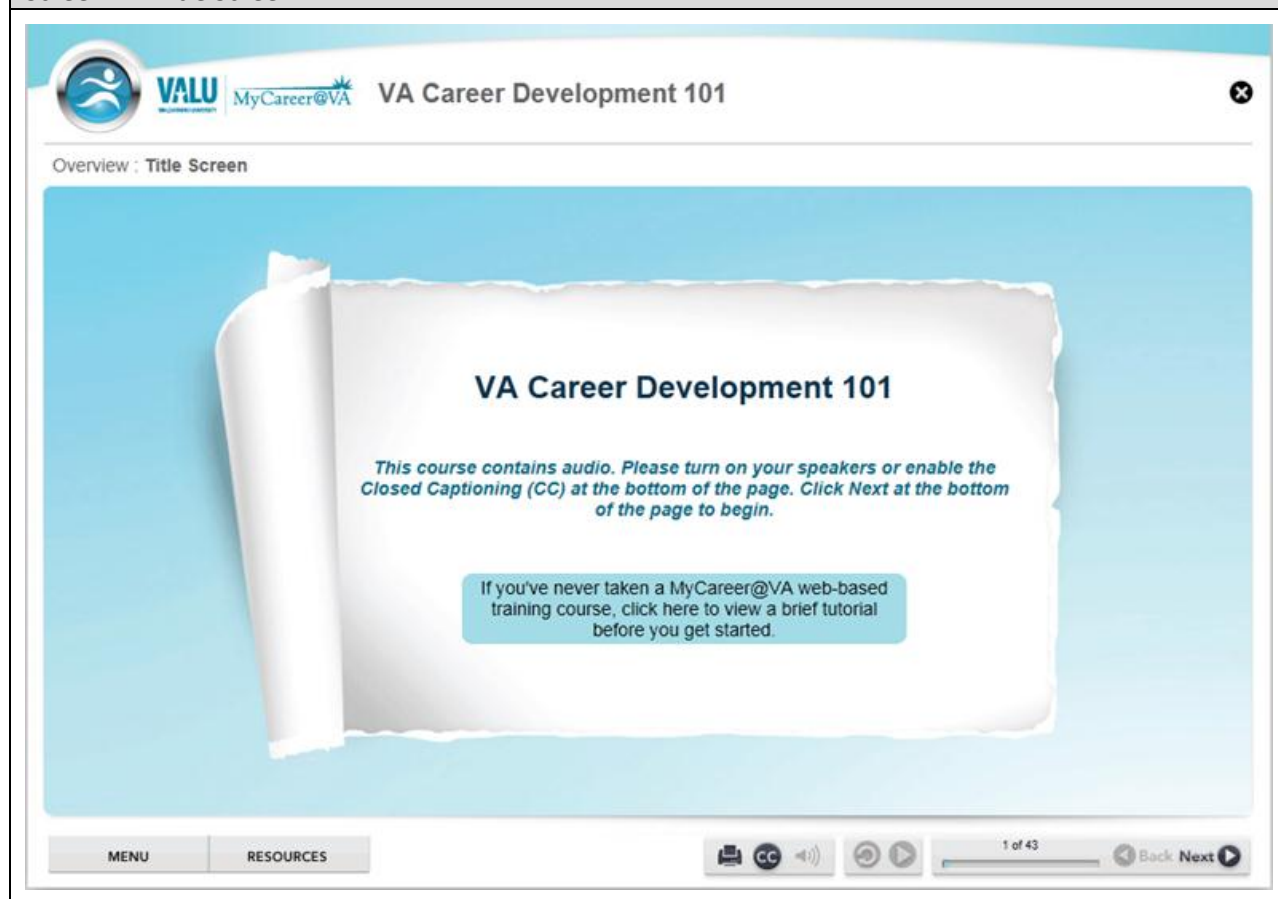
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Screen 1 – Title Screen



Screen Description	Narration
<p>This is a title screen that displays the following text:</p> <p>“VA Career Development 101</p> <p>This course contains audio. Please turn on your speakers or enable the Closed Captioning (CC) at the bottom of the page. Click Next at the bottom of the page to begin.</p> <p>If you’ve never taken a MyCareer@VA web-based training course, click here to view a brief tutorial before you get started.”</p>	<p>No Narration</p>



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Screen 2 – Course Welcome

Overview : Course Welcome

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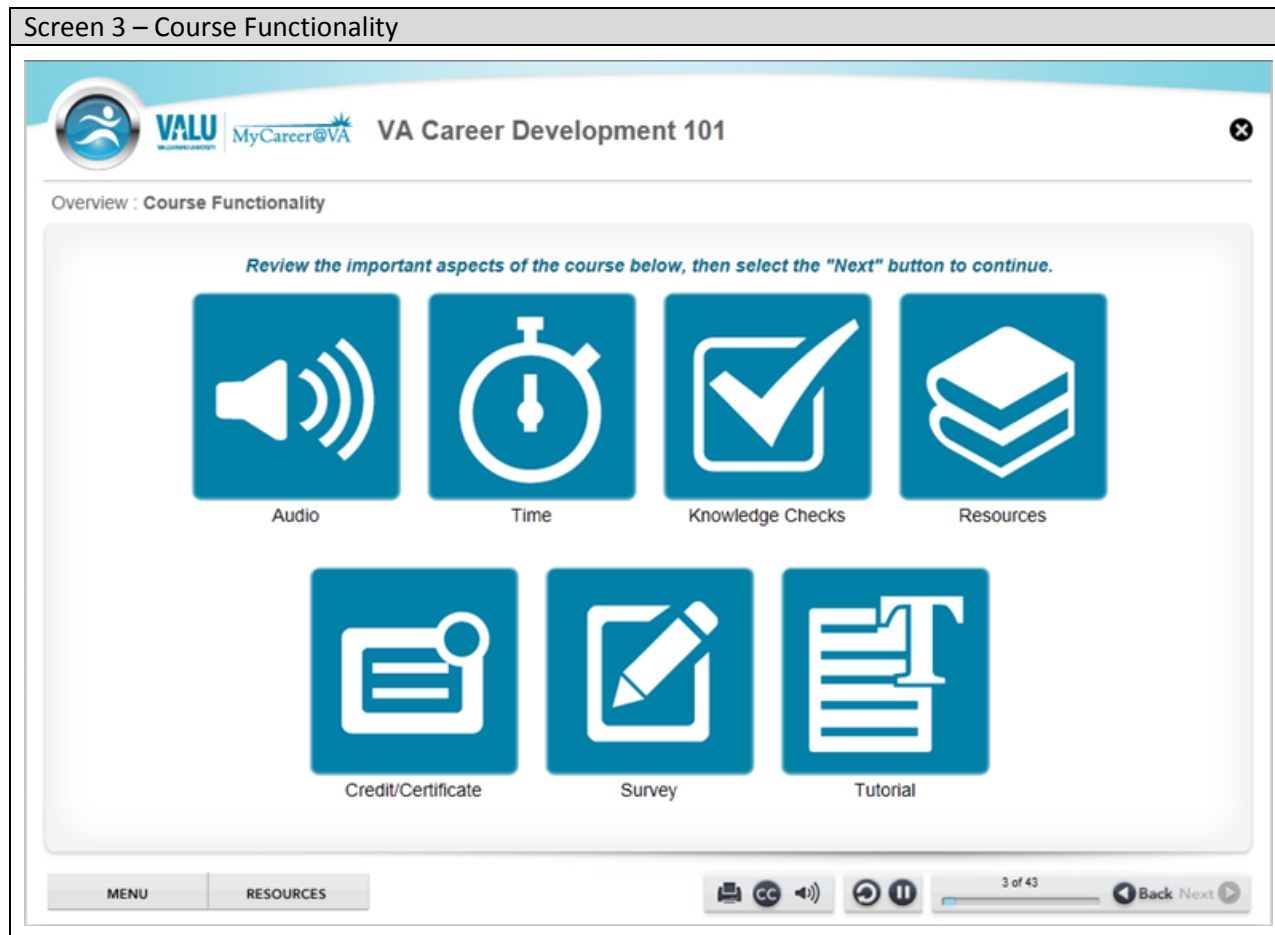
Screen Description	Narration
The screen displays a collage of diverse VA employees performing their jobs with the VA logo in the center.	<p>Welcome to VA Career Development 101!</p> <p>This is the first course in a three-part series.</p> <p>At the end of this course, we will recommend the next course that is right for you based on your answers to a short list of questions.</p> <p>By completing this course, you are taking another important step to advance your career at the Department of Veterans Affairs, or VA.</p> <p>Select the “Next” button to get started.</p>



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Screen 3 – Course Functionality



Screen Description	Narration
<p>The interactive screen displays important aspects of the course functionality including:</p> <ul style="list-style-type: none">• Audio• Time• Knowledge Checks• Resources• Credit/Certificate• Survey• Tutorial	<p>Before we get started, please take a moment to review some important information about course functionality. Select the links to learn more.</p> <p>When you are finished, select the “Next” button to continue.</p>



Screen Description	Narration
<p>Selecting each aspect will display the corresponding text:</p> <ul style="list-style-type: none">• Audio: "You can toggle this course's narration by selecting the "Audio" button in the Navigation Bar. Please turn your speakers on and adjust the volume on your computer as necessary, or listen through headphones for the comfort of others. You can also select the Closed Captioning button on the Navigation bar to read any accompanying narration. You may reposition the Closed Captioning window at any time by clicking and dragging the blue header."• Time: "This course will take you about 45–60 minutes to complete."• Knowledge Checks: "This course contains opportunities to apply what you have learned. You need to complete all Knowledge Checks to receive credit."• Resources: "This course contains additional resources that you can download and print during or after the course. You can select the "Resources" button in the Navigation Bar to access resources relevant to this course at any time."• Credit/Certificate: "You will receive credit and a certificate of completion after finishing this course."• Survey: "We value your feedback. Once you have finished the course, you will be asked to complete a survey. Please complete this survey to promote high quality training."• Tutorial: "The help tutorial features a brief walkthrough of the functionality of this course as well as some important accessibility information. Please select the "Resources" button in the Navigation Bar to access this information."	No Narration



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Screen 4 – Why Career Development is Important to VA and its Mission

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Overview : **Why Career Development Is Important to VA and its Mission**



The diagram illustrates a cyclical relationship. At the center is a blue circle with a silver border containing the text "Career Development at VA". Three blue rounded rectangular boxes are arranged around it: "HIGHER ENGAGEMENT" at the top, "HIGHER PRODUCTIVITY" at the bottom right, and "BETTER SERVE VETERANS" at the bottom left. Dotted blue arrows connect these boxes in a clockwise cycle: from "HIGHER ENGAGEMENT" to "HIGHER PRODUCTIVITY", from "HIGHER PRODUCTIVITY" to "BETTER SERVE VETERANS", and from "BETTER SERVE VETERANS" back to "HIGHER ENGAGEMENT".

[Text Description of Image or Animation](#)

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	Narration
The screen displays a circular relationship depicting the impact of career development at VA. Career development leads to higher engagement, which leads to higher productivity, which ultimately leads to better service to Veterans.	<p>You are VA’s most valuable resource and key to meeting its service mission to Veterans. Because of that, your career development is important to us at VA.</p> <p>When you grow and develop in your career, you are able to hone your skills and talents, become more engaged and productive in your work, and do your job better.</p> <p>Consequently, you provide better service to Veterans and their families.</p> <p>Select the “Next” button to continue.</p>



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Screen 5 – Course Learning Objectives

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Review of Learning Objectives : **Course Learning Objectives**

VA Career Development 101

In this course, you will learn about the importance of career development and its four phases. You will also learn about the key activities of each phase and how to begin owning your personal development in order to advance your career at VA. Throughout this course, you will build your own personal career development action plan, which will include a summary of your responses to career-related questions as well as next steps to reaching your career goals.

Learning Objectives

At the end of this course you will be able to:

- ✓ Identify the four phases of career development.
- ✓ Identify the key career development activities associated with each phase.
- ✓ Identify actions you can take to begin owning your personal career development.

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Screen Description	Narration
<p>The screen displays the course description and learning objectives.</p> <p>Course Description: “VA Career Development 101</p> <p>In this course, you will learn about the importance of career development and its four phases. You will also learn about the key activities of each phase and how to begin owning your personal development in order to advance your career at VA. Throughout this course, you will build your own personal career development action plan, which will include a summary of your responses to career-related questions as well as next steps to reaching your career goals.”</p>	<p>Take a moment to read the overview and Learning Objectives for this course.</p> <p>When you are finished, select “Next” to continue.</p>



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Screen Description	Narration
<p>Learning Objectives: “At the end of this course you will be able to:</p> <ul style="list-style-type: none">• Identify the four phases of career development.• Identify the key career development activities associated with each phase.• Identify actions you can take to begin owning your personal career development.”	



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Screen 6 – What Is Career Development & Why Is It Important

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What Is Career Development & Personal Mastery? : What Is Career Development & Why Is It Important?

Select each image to learn about the different impacts of career development, and then select "Next" to continue.



EMPLOYEES



SUPERVISORS



ORGANIZATION

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Screen Description	Narration
<p>The interactive screen displays buttons that depict the impact of career development on employees, supervisors, and the VA as an organization.</p> <ul style="list-style-type: none">“Employees” – depicted by an employee reviewing a document and talking on the phone“Supervisors” – depicted by a conversation between an employee and supervisor“Organization” – depicted by VA’s seal	<p>Career development begins with you!</p> <p>It is an intentional and deliberate process that you own and manage over the course of your career.</p> <p>It is something you do to learn a new skill, grow in your current job, or change your career field entirely.</p> <p>Select each image to learn more about how career development impacts you as an employee, your supervisor, and the organization.</p> <p>When you are finished, select “Next” to continue.</p>
Selecting each item button will display the	No Narration



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Screen Description	Narration
<p>corresponding text:</p> <ul style="list-style-type: none">• Employees: “As an employee, thinking about career development will help you define what career success means to you, and it will help you find different ways to achieve that success.”• Supervisors: “Supervisors are responsible for guiding their employees' career development. When employees feel supported, they work harder, are more productive, and are more likely to stay with VA.”• Organization: “By focusing on the career development of its workforce, VA ensures they have the right people in the right jobs, that its mission is met more efficiently and effectively, and that it becomes an employer of choice.”	



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Screen 7 – What is Personal Mastery?

VALU All Employee Personal Mastery Competency

Proficiency Level	Behavioral Indicators
1 - Novice	<ul style="list-style-type: none">• Recognizes own strengths and weaknesses.• With prompting from others, participates in training to improve performance.• Actively listens to feedback offered by supervisors, mentors, coaches, or peers.
2 - Foundational	<ul style="list-style-type: none">• Uses constructive criticism to improve performance.• Identifies areas for improvement; creates IDP.• Seeks guidance for self-development and career advancement.
3 - Intermediate	<ul style="list-style-type: none">• Actively participates in self-development and career advancement opportunities.• Asks for feedback regarding performance.• Regularly examines and applies past experiences to improve current performance.
4 - Advanced	<ul style="list-style-type: none">• Obtains additional training in an effort to build subject matter expertise.• Encourages others to participate in learning opportunities and programs.• Continues to build personal skills by acting as a coach/mentor.
5 - Expert	<ul style="list-style-type: none">• Seeks out innovative ways for self and others to acquire new knowledge and skills that contribute to the VA mission.• Champions coaching and mentoring activities; encourages and helps others to become effective coaches and/or mentors.

Screen Description	Narration
<p>The interactive screen displays a table describing VALU’s All Employee Personal Mastery Competency. One column displays the Proficiency Levels, and the other column displays the Behavioral Indicators.</p> <p>Selecting each Proficiency Level will display its corresponding Behavioral Indicators:</p> <ol style="list-style-type: none">1. “Novice”<ul style="list-style-type: none">• Recognizes own strengths and weaknesses.• With prompting from others, participates in training to improve performance.• Actively listens to feedback	<p>Because career development is so important to the Department, the VA Learning University (VALU) created an all employee career development competency called Personal Mastery.</p> <p>Personal Mastery is when you understand yourself and how you can connect with the people and tools that can help you reach your career goals.</p> <p>This competency is made up of five different proficiency levels.</p> <p>Select each proficiency level to learn more.</p> <p>As you review the different behaviors associated</p>



Screen Description	Narration
<p>offered by supervisors, mentors, coaches, or peers”</p> <p>2. “Foundational</p> <ul style="list-style-type: none">• Uses constructive criticism to improve performance.• Identifies areas for improvement; creates IDP.• Seeks guidance for self-development and career advancement.” <p>3. “Intermediate</p> <ul style="list-style-type: none">• Actively participates in self-development and career advancement opportunities.• Asks for feedback regarding performance.• Regularly examines and applies past experiences to improve current performance.” <p>4. “Advanced</p> <ul style="list-style-type: none">• Obtains additional training in an effort to build subject matter expertise.• Encourages others to participate in learning opportunities and programs.• Continues to build personal skills by acting as a coach/mentor.” <p>5. “Expert</p> <ul style="list-style-type: none">• Seeks out innovative ways for self and others to acquire new knowledge and skills that contribute to the VA mission.• Champions coaching and mentoring activities; encourages and helps others to become effective coaches and/or mentors.”	<p>with each level, think about where you fit along the spectrum.</p> <p>Understanding this framework will help you determine where you currently are in the career development process described later in the course.</p> <p>When you are finished, select “Next” to continue.</p>



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Screen 8 – Activity: Which reasons are most important to you?

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What Is Career Development & Personal Mastery? : Activity: Which reasons are most important to you?

Select up to 4 reasons why career development is important to you. Then select "Next" to continue.

- ☐ I want to get promoted.
- ☐ I want to get a new job.
- ☐ I want to learn a new skill.
- ☐ I want to create a long, meaningful career with VA.
- ☐ I want to do my job well.
- ☐ I want to provide excellent service to Veterans.
- ☐ I want to achieve my career goals.
- ☐ I want to make an impact at VA.
- ☐ I want to improve my current skills.

Add

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Screen Description	Narration
<p>The screen displays a checklist activity.</p> <p>Instructions: "Select up to 4 reasons why career development is important to you. Then select 'Next' to continue."</p> <p>Checklist:</p> <ul style="list-style-type: none">• "I want to get promoted.• I want to get a new job.• I want to learn a new skill.• I want to create a long, meaningful career with VA.• I want to do my job well.• I want to provide excellent service to Veterans.	<p>Engaging in career development is important no matter what your Personal Mastery proficiency level. Career development starts with your personal motives for progressing in your career. Why do you engage in career development?</p> <p>Select up to four reasons, and then select the "Add" button. The selections will appear on your personal action plan at the end of the course. You can use the action plan as your career development guide.</p> <p>When you are finished, select the "Next" button to continue.</p>



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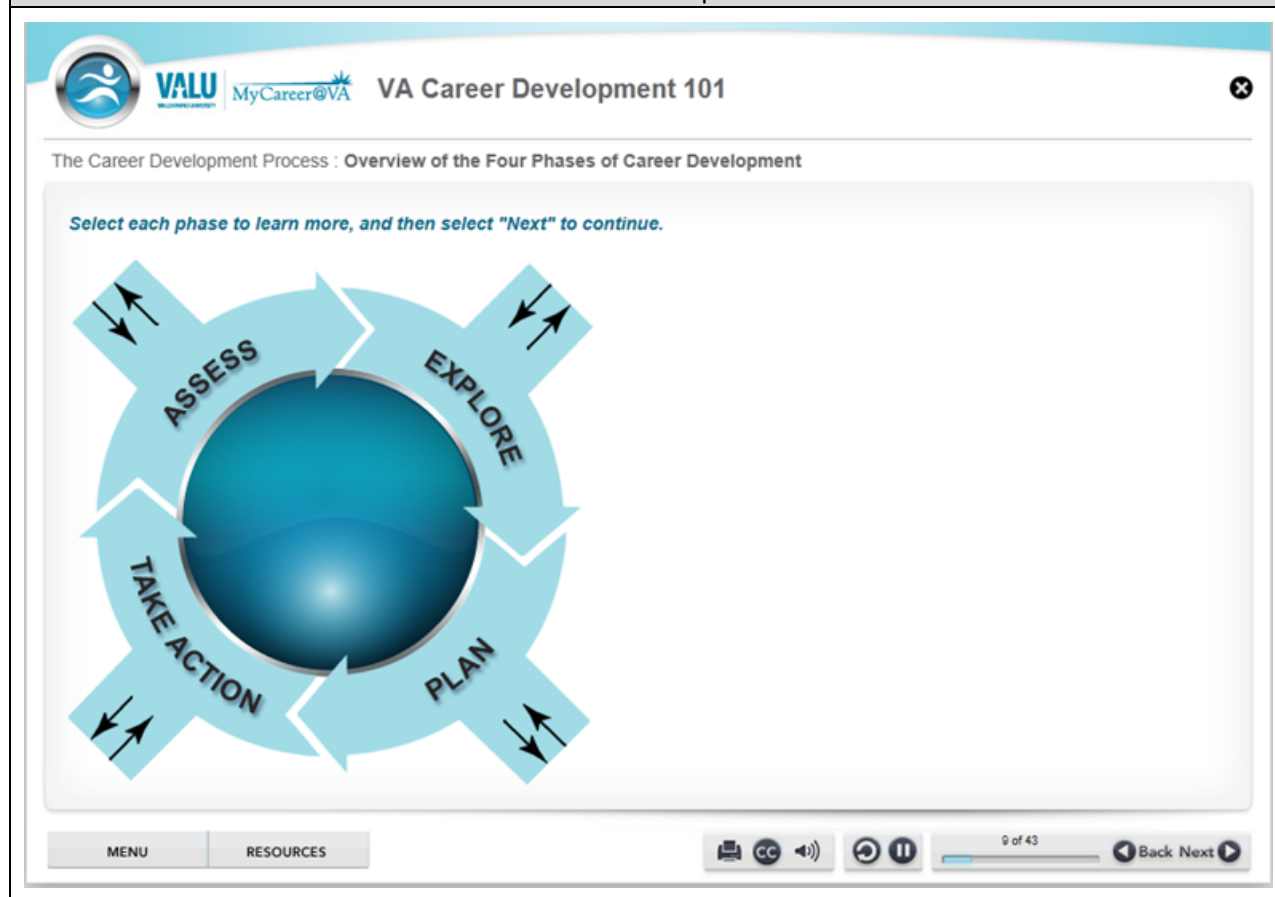
Screen Description	Narration
<ul style="list-style-type: none">• I want to achieve my career goals• I want to make an impact at VA.• I want to improve my current skills.”	



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Screen 9 – Overview of the Four Phases of Career Development



Screen Description	Narration
<p>The interactive screen displays the four phases of Career Development:</p> <ul style="list-style-type: none">• Assess• Explore• Plan• Take Action	<p>Now that we have an understanding of career development and why it is important, let's review the four-phase process for engaging in career development activities.</p> <p>Regardless of where you are in your career—whether you are a Veteran looking to work for VA, a long-time VA employee, an intern, or a new supervisor—you can use the MyCareer@VA four-phase process to guide you in your career development.</p> <p>As each phase is highlighted, select it to learn more.</p>



Screen Description	Narration
	When you are finished, select "Next" to continue.
<p>Selecting each phase button will display the corresponding text:</p> <ul style="list-style-type: none">• Assess: "During the 'Assess' phase, you are learning more about yourself: your interests, values, strengths, limitations, and (most importantly) your personal career goals."• Explore: "During the 'Explore' phase, you are figuring out how to achieve your personal career goals. It is during this phase that you are researching new opportunities at VA and identifying potential challenges you may encounter when pursuing them."• Plan: "During the 'Plan' phase, you have an understanding of yourself and the landscape in front of you. You have narrowed down your career options and are identifying concrete, actionable steps to achieve your career goals."• Take Action: "During the 'Take Action' phase, you are implementing your development plan. You are either applying for a new job within VA or taking advantage of VA's many available learning resources to grow your skills."	No Narration



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Screen 10 – Typical Career Development Activities

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Assess : Typical Career Development Activities

What Career Development Activities occur during the Assess phase?



Select each activity to learn more.

Learn about Emotional Intelligence

Complete the My Career Fit Tool Survey

Identify Strengths

Determine Obstacles

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Assess phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Learn about Emotional Intelligence• Complete the My Career Fit Tool Survey• Identify Strengths• Determine Obstacles	<p>Even as your career development proficiency increases, you may find that you move back and forth between the different phases to explore new possibilities that you hadn't considered or to adjust your plan to reflect a change in priorities.</p> <p>Now that you have a brief overview of each phase, let's learn about different examples of career development activities you can participate in.</p> <p>These are examples of key activities typically completed during the "assess" phase of career development. Select each activity to learn more.</p>



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Screen 11 – Emotional Intelligence

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Assess : Typical Career Development Activities : **Emotional Intelligence**

Select each component of Emotional Intelligence to learn more, and then select "Next" to continue.








Learn about Emotional Intelligence

Complete the My Career Fit Tool Survey



Identify Strengths

Determine Obstacles

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Screen Description	Narration
<p>After selecting “Learn about Emotional Intelligence,” the screen displays the four main elements of emotional intelligence:</p> <ul style="list-style-type: none">• Self-Awareness• Self-Management• Social Awareness• Relationship Management	<p>Research suggests that high emotional intelligence can play as much of a role in career advancement as cognitive intelligence, like IQ.</p> <p>Emotional intelligence is the ability to manage your emotions in positive ways to relieve stress, communicate effectively, and overcome challenges.</p> <p>People with higher emotional intelligence do better in life and at work.</p> <p>Emotional intelligence consists of four different components.</p>



Screen Description	Narration
	Select each component to learn more. When you are finished, select “Next” to continue
Selecting each element button will display the corresponding text: <ul style="list-style-type: none">• Self-Awareness<ul style="list-style-type: none">○ “Know yourself and your interests, strengths, and limitations.○ Understand your actions and the effect they have in the workplace.”• Self-Management<ul style="list-style-type: none">○ “Learn to handle stress and refrain from acting negatively in tense situations by being flexible and adapting to change.”• Social Awareness<ul style="list-style-type: none">○ “Pay attention to your work environment.○ Understand how work factors and forces impact the work you do and your ability to manage your career.”• Relationship Management<ul style="list-style-type: none">○ “Form strong professional relationships with your co-workers and teammates.○ Consistently look for ways and opportunities to expand your professional network.”	No Narration



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Screen 12 – Typical Career Development Activities

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Assess : Typical Career Development Activities

What Career Development Activities occur during the Assess phase?



Select each activity to learn more.

Learn about Emotional Intelligence ☒

Complete the My Career Fit Tool Survey

Identify Strengths

Determine Obstacles

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Assess phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Learn about Emotional Intelligence• Complete the My Career Fit Tool Survey• Identify Strengths• Determine Obstacles <p>The “Learn about Emotional Intelligence” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>






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Assess : Typical Career Development Activities : **Career Fit Survey**

Select the Play button to watch a demonstration of the "My Career Fit Tool," and then select "Next" to continue.



Video Transcript

Learn about Emotional Intelligence


Complete the My Career Fit Tool Survey


Identify Strengths

Determine Obstacles

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Screen Description	Narration
After selecting “Complete the My Career Fit Tool Survey,” the screen displays a “My Career Fit Tool Demo” video.	When your job aligns closely with your personal interests and preferences, you have a strong “job fit.”
Selecting the “Play” button will play the video on the screen.	The My Career Fit Tool can help you find your job fit by asking you a series of simple questions regarding your personal interests and preferences.
The screen also displays a link titled “Video Transcript” which will open a new window containing the video transcript.	Select the “Play” button to view a demonstration of the tool.
	Select the “Next” button to continue.



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Screen 14 – Typical Career Development Activities

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Assess : Typical Career Development Activities

What Career Development Activities occur during the Assess phase?



Select each activity to learn more.

Learn about Emotional Intelligence ☒


Complete the My Career Fit Tool Survey ☒

Identify Strengths

Determine Obstacles

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Assess phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Learn about Emotional Intelligence• Complete the My Career Fit Tool Survey• Identify Strengths• Determine Obstacles <p>The “Complete the My Career Fit Tool Survey” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



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Screen 15 – Identify Strengths

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Assess : Typical Career Development Activities : Identify Strengths : **Identify Strengths**

Read the statement below and submit "True" or "False." Then select "Next" to continue.

As you develop yourself, you will grow the most in your areas of greatest weaknesses.

☐ True

☐ False

Learn about Emotional Intelligence | **Complete the My Career Fit Tool Survey** | **Identify Strengths** | **Determine Obstacles**

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Screen Description	Narration
<p>After selecting "Identify Strengths," the screen displays a Knowledge Check.</p> <p>Instructions: "Read the statement below and submit 'True' or 'False.' Then select 'Next' to continue."</p> <p>Question: "As you develop yourself, you will grow the most in your areas of greatest weakness.</p> <ul style="list-style-type: none">• True• False" <p>Correct Answer: "False"</p> <p>After selecting "False," the screen displays:</p>	<p>No Narration</p>



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Screen Description	Narration
<p>“Correct, you will actually grow the least in your weakest areas. You will learn the most, grow the most, and develop the most in your strongest areas. “</p> <p>After selecting “True,” the screen displays: “Not exactly. You will actually grow your strengths more than your weaknesses. It is impossible to become an expert in everything, and it is significantly easier to become even better at things you are already good at.</p> <p>(For more information, please refer to Now Discover Your Strengths, 2000 and How People Learn: Brain, Mind, Experience, and School: Expanded Edition, 2000).”</p>	




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Screen 16 – Identify Strengths (Continued)

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Assess : Typical Career Development Activities : Identify Strengths : **Identify Strengths (Continued)**



Learn about Emotional Intelligence




Complete the My Career Fit Tool Survey


Identify Strengths

Determine Obstacles

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Screen Description	Narration
The screen displays a group of people in a meeting.	<p>We tend to focus more on things that need improvement.</p> <p>However, identifying and bolstering our strengths is one of the surest ways to succeed and feel satisfied in our careers.</p> <p>Identify your strengths by noting how specific activities make you feel and which ones you enjoy the most.</p> <p>Which activities challenge and excite you? Are these also the activities in which you excel?</p> <p>You will grow the most when focusing on your</p>



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Screen Description	Narration
	strengths rather than fixing your weaknesses. Select the "Next" button to continue.



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Screen 17 – Typical Career Development Activities

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Assess : Typical Career Development Activities

What Career Development Activities occur during the Assess phase?



Select each activity to learn more.

Learn about Emotional Intelligence ☒

Complete the My Career Fit Tool Survey ☒

Identify Strengths ☒

Determine Obstacles ☐

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Assess phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Learn about Emotional Intelligence• Complete the My Career Fit Tool Survey• Identify Strengths• Determine Obstacles <p>The “Identify Strengths” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



Screen 18 – Determine Obstacles

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Assess : Typical Career Development Activities : **Determine Obstacles**

I do not have clear career development goals.

I like my job, but I do not know where to go next in my career.

I do not enjoy my current job.

I do not know which career field to pursue.

I do not have the experience and training needed for my target job.

Text Description of Image or Animation

Learn about Emotional Intelligence | **Complete the My Career Fit Tool Survey** | **Identify Strengths** | **Determine Obstacles**

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Screen Description	Narration
<p>After selecting “Determine Obstacles,” the screen displays an employee. Thought bubbles with example career development obstacles appear around his head. The following obstacles are listed:</p> <ul style="list-style-type: none">• “I do not have clear career development goals• I do not enjoy my current job.• I do not know which career field to pursue.• I like my job, but I do not know where to go next in my career.• I do not have the experience and training needed for my target job.”	<p>Obstacles can get in the way of you reaching your personal career goals.</p> <p>They can be very frustrating, and undoubtedly, you will encounter several throughout your career.</p> <p>It’s important to work with your supervisor or mentor to identify potential challenges that might prevent you from achieving success.</p> <p>Evaluate each obstacle and work together to brainstorm potential solutions to overcome it and stay on track.</p> <p>Select the “Next” button to continue.</p>



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Screen 19 – Typical Career Development Activities

What Career Development Activities occur during the Assess phase?

Select the "Next" button to continue.

Learn about Emotional Intelligence

Complete the My Career Fit Tool Survey

Identify Strengths

Determine Obstacles

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Assess phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Learn about Emotional Intelligence• Complete the My Career Fit Tool Survey• Identify Strengths• Determine Obstacles <p>The "Determine Obstacles" activity is checked off to indicate it has been completed.</p>	<p>Now that you have reviewed the key activities typically completed during the "assess" phase of career development, select the "Next" button to continue.</p>



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Screen 20 – Activity: What I need to do next

VA Career Development 101

Assess : Activity: What I need to do next

Select the next-step activities you want to add to your action plan, and then select "Add" to continue.

- ☐ Complete one Talent Management System (TMS) course on Emotional Intelligence.
- ☐ Complete the My Career Fit Tool Survey.
- ☐ Schedule an in-person meeting with your supervisor or mentor to review your Fit Tool results.
- ☐ Read "Now, Discover your Strengths" on Books 24/7 located on TMS.
- ☐ Identify your strengths by completing one of the following assessments: Disc Assessment, Myers Briggs Type Indicator, or Gallop Strengths Finder.
- ☒ Review MyCareer@VA's Overcoming Obstacles resources.
- ☐ Schedule an in-person meeting with your supervisor or mentor to identify any challenges that might prevent you from achieving your goals.
- ☐ Work with your supervisor or mentor to brainstorm ways for staying on track.

Add

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Screen Description	Narration
<p>The screen displays a checklist activity.</p> <p>Instructions: "Select the next-step activities you want to add to your action plan, and then select 'Add' to continue."</p> <p>Checklist:</p> <ul style="list-style-type: none">• "Complete one Talent Management System (TMS) course on Emotional Intelligence.• Complete the My Career Fit Tool Survey.• Schedule an in-person meeting with your supervisor or mentor to review your Fit Tool results.• Read 'Now, Discover your Strengths' on	<p>Now that you have learned about the "assess" phase, you are ready to review a list of next-step activities and select the ones you want to add to your action plan.</p> <p>When you are finished, select "Next" to continue.</p>



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Screen Description	Narration
<p>Books 24/7 located on TMS.</p> <ul style="list-style-type: none">• Identify your strengths by completing one of the following assessments: Disc Assessment, Myers Briggs Type Indicator, or Gallop Strengths Finder.• Review MyCareer@VA's Overcoming Obstacles resources.• Schedule an in-person meeting with your supervisor or mentor to identify any challenges that might prevent you from achieving your goals.• Work with your supervisor or mentor to brainstorm ways for staying on track."	



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MyCareer@VA

Screen 21 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Explore : Typical Career Development Activities

What Career Development Activities occur during the Explore phase?



Select each activity to learn more.

Explore Jobs That Fit

Complete the My Career Mapping Tool

Shadow an Expert

Find a Mentor

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Screen Description

The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Explore phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:

- Explore Jobs That Fit
- Complete the My Career Mapping Tool
- Shadow an Expert
- Find a Mentor

Narration

Now that we have learned about the “assess” phase, let’s review the “explore” phase.

These are examples of key activities typically completed during the “explore” phase of career development.

Select each activity to learn more.



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Screen 22 – Explore Jobs That Fit

Screen Description	Narration
After selecting “Explore Jobs That Fit,” the screen displays a “Career Guides Demo” video.	Thoroughly research career opportunities at VA to determine which specific jobs are best for you.
Selecting the “Play” button will play the video on the screen.	You can use the VA Career Guides to explore those jobs recommended by the My Career Fit Tool.
The screen also displays a link titled “Video Transcript” which will open a new window containing the video transcript.	Select the “Play” button to view a demonstration of the tool. When you are finished, select “Next” to continue.



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Screen 23 – Typical Career Development Activities



VALU MyCareer@VA VA Career Development 101

Explore : Typical Career Development Activities

What Career Development Activities occur during the Explore phase?



Select each activity to learn more.

Explore Jobs That Fit ☒

Complete the My Career Mapping Tool

Shadow an Expert

Find a Mentor

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Explore phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Explore Jobs That Fit• Complete the My Career Mapping Tool• Shadow an Expert• Find a Mentor <p>The “Explore Jobs That Fit” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



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Screen 24 – Complete the My Career Mapping Tool

The screenshot shows the 'VA Career Development 101' interface. At the top, there's a header with the VALU logo and 'MyCareer@VA'. Below the header, a navigation bar says 'Explore : Typical Career Development Activities : Complete the My Career Mapping Tool'. The main content area features a video player titled 'My Career Mapping Tool Demo'. The video player has a play button in the center and a progress bar at the bottom showing '0:00 / 4:30'. Below the video player, there's a 'Video Transcript' link. At the bottom of the screen, there are four large buttons: 'Explore Jobs That Fit', 'Complete the My Career Mapping Tool' (highlighted in blue), 'Shadow an Expert', and 'Find a Mentor'. Below these buttons are 'MENU' and 'RESOURCES' tabs, and a footer with a Creative Commons license icon, a volume icon, a refresh icon, a progress indicator '19 of 43', and 'Back Next' navigation buttons.

Screen Description	Narration
After selecting “Complete the My Career Mapping Tool,” the screen displays a “My Career Mapping Tool Demo” video.	The My Career Mapping Tool helps you navigate your long-term career development at VA and identify potential career paths that interest you.
Selecting the “Play” button will play the video on the screen.	The tool allows you to start with your current job and view possible paths you can take during your career in order to achieve your career goals.
The screen also displays a link titled “Video Transcript” which will open a new window containing the video transcript.	Select the “Play” button to view a demonstration of the tool.
	When you are finished, select “Next” to continue.



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Screen 25 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Explore : Typical Career Development Activities

What Career Development Activities occur during the Explore phase?



Select each activity to learn more.

Explore Jobs That Fit ☒

Complete the My Career Mapping Tool ☒


Shadow an Expert

Find a Mentor

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Explore phase is highlighted and buttons containing and examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Explore Jobs That Fit• Complete the My Career Mapping Tool• Shadow an Expert• Find a Mentor <p>The “Complete the My Career Mapping Tool” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>




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Screen 26 – Shadow an Expert

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**MyCareer@VA**

VA Career Development 101

Explore : Typical Career Development Activities : **Shadow an Expert**



Explore Jobs That Fit




Complete the My Career Mapping Tool



Shadow an Expert

Find a Mentor



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Screen Description	Narration
After selecting “Shadow an Expert,” the screen displays two employees looking at a laptop together.	Benefits of job shadowing include: Getting a first-hand look at particular career fields or a specific job at VA. Building a relationship with someone in the career field you are interested in. And observing the completion of tasks required for a specific job you are interested in.
The image is replaced by the following text: “Job shadowing is a way to learn which career fields and specific jobs at VA are a good fit for you. It is up to you to initiate this type of opportunity. You will have a chance to follow a VA employee and	Read this short overview to learn more about participating in job shadowing opportunities. When you are finished, select “Next” to continue.



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Screen Description	Narration
see what it is really like to work in the career field or job you are interested in. Since it requires a time commitment from the other person, scheduling is very important. Work with your supervisor or a mentor to set it up.”	



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MyCareer@VA

Screen 27 – Typical Career Development Activities



VALU MyCareer@VA VA Career Development 101

Explore : Typical Career Development Activities

What Career Development Activities occur during the Explore phase?



Select each activity to learn more.

Explore Jobs That Fit ☒

Complete the My Career Mapping Tool ☒

Shadow an Expert ☒

Find a Mentor ☐

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Screen Description

The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Explore phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:

- Explore Jobs That Fit
- Complete the My Career Mapping Tool
- Shadow an Expert
- Find a Mentor

The “Shadow an Expert” activity is checked off to indicate it has been completed.

Narration


Select another activity to learn more.




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Screen 28 – Find a Mentor

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VA Career Development 101

Explore : Typical Career Development Activities : **Find a Mentor**



Explore Jobs That Fit




Complete the My Career Mapping Tool



Shadow an Expert

Find a Mentor



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Screen Description	Narration
After selecting “Find a Mentor,” the screen displays a two employees having a mentoring session.	<p>A mentor is an excellent source for one-on-one support as you begin to make decisions that impact your career.</p> <p>Use them as a sounding board or to help you explore potential career opportunities at VA. If you don’t already have a mentor, look for someone who:</p> <ul style="list-style-type: none">• You respect and admire.• Demonstrates a positive attitude and acts as a positive role model.• Values on-going learning, growth, and development.• Has been with VA for a number of years and has a good reputation within your



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Screen Description	Narration
	<p>organization.</p> <ul style="list-style-type: none">• Motivates others by setting a good example. <p>Select the "Next" button to continue.</p>



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Screen 29 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Explore : Typical Career Development Activities

What Career Development Activities occur during the Explore phase?



Select the "Next" button to continue.

Explore Jobs That Fit ☒

Complete the My Career Mapping Tool ☒

Shadow an Expert ☒

Find a Mentor ☒

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Screen Description	Narration
<p>The interactive screen displays a woman smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Explore phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Explore Jobs That Fit• Complete the My Career Mapping Tool• Shadow an Expert• Find a Mentor <p>The “Find a Mentor” activity is checked off to indicate it has been completed.</p>	<p>Now that you have reviewed the key activities typically completed during the "explore" phase of career development, select the "Next" button to continue.</p>



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Screen 30 – Activity: What I need to do next

VA Career Development 101

Explore : Activity: What I need to do next

Select the next-step activities you want to add to your action plan, and then select "Add" to continue.

- ☐ Use the VA Career Guides and explore 2–4 recommended jobs from your Career Fit Tool results
- ☐ Complete the My Career Mapping Tool and identify 2 possible career paths from your current job.
- ☐ Participate in a job shadowing opportunity and get an in-depth look at a career field or specific job that you are interested in.
- ☐ Identify and work with a mentor to review 2–3 ways to achieve those career goals that you want to explore further.
- ☐ Visit the Bureau of Labor Statistics' website and research the long-term outlook of a career field or a specific job you are interested in.

Add

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Screen Description	Narration
<p>The screen displays a checklist activity.</p> <p>Instructions: "Select the next-step activities you want to add to your action plan, and then select 'Add' to continue."</p> <p>Checklist:</p> <ul style="list-style-type: none">• "Use the VA Career Guides and explore 2–4 recommended jobs from your Career Fit Tool results• Complete the My Career Mapping Tool and identify 2 possible career paths from your current job.• Participate in a job shadowing opportunity and get an in-depth look at a career field	<p>Now that you have learned about the "explore" phase, you are ready to review a list of next-step activities and select the ones you want to add to your action plan.</p> <p>When you are finished, select "Next" to continue.</p>



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| MyCareer@VA


Screen Description	Narration
<p>or specific job that you are interested in.</p> <ul style="list-style-type: none">• Identify and work with a mentor to review 2–3 ways to achieve those career goals that you want to explore further.• Visit the Bureau of Labor Statistics' website and research the long-term outlook of a career field or a specific job you are interested in."	



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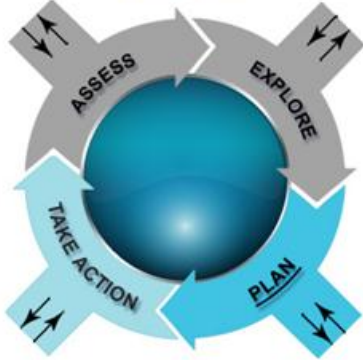
MyCareer@VA

Screen 31 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Plan : Typical Career Development Activities

What Career Development Activities occur during the Plan phase?



Select each activity to learn more.

Set SMART Career Goals






Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job



Review the Training for Your Current Job

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Screen Description

The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Plan phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:

- Set SMART Career Goals
- Create an Individual Development Plan
- Review the Gaps between Your Current Job and Desired Job
- Review the Training for Your Current Job

Narration

Now that we have learned about the “explore” phase, let’s review the “plan” phase.

These are examples of key activities typically completed during the “plan” phase of career development.

Select each activity to learn more.



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Screen 32 – Set SMART Career Goals

Screen Description	Narration
After selecting “Set SMART Career Goals,” the screen displays the selectable SMART acronym and an example SMART goal.	<p>Use the SMART Method to create your personal short- and long-term career goals.</p> <p>Short-term goals should focus on the next 6–12 months, whereas long-term goals are geared toward the next 3–5 years.</p> <p>SMART stands for Specific, Measurable, Achievable, Realistic, and Time-Bound.</p> <p>Select each component of the SMART Method to learn more.</p> <p>Then select the link to read an example of a SMART goal.</p>



Screen Description	Narration
	When you are finished, select "Next" to continue.
<p>Selecting each letter button in the SMART acronym will display the corresponding text:</p> <ul style="list-style-type: none">• S: "Specific: Goals should be simple, specific, and straightforward. A specific goal clearly states what you want to accomplish and what you are going to do to make it happen."• M: "Measurable: Goals should be measurable so you can gauge progress and see change as it occurs. A measurable goal includes numeric and descriptive measures that define quantity and quality."• A: "Achievable: Goals should be ones that you can accomplish with the knowledge, skills, and abilities you possess. If a goal is completely out of reach, you may never accomplish it."• R: "Realistic: A realistic goal is one you can work toward right now. It is realistically achievable in your current situation."• T: "Time-Bound: A time-bound goal includes a deadline, creating a practical and realistic sense of urgency."	No Narration
<p>Selecting the link "Example Smart Goal" displays the following text:</p> <p>"Goal: By the end of four months, I will have improved my public speaking skills by completing the following TMS Oral Communication courses: 'Effective Communications' and 'How to Develop & Deliver Dynamic Presentations.' I will also meet with my mentor for one hour every other week to practice my presentation skills.</p> <ul style="list-style-type: none">• Specific: Goal of improving public speaking skills.• Measurable: Measured by the completion of two TMS Oral	No Narration



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Screen Description	Narration
<p>Communications courses and meeting with a mentor.</p> <ul style="list-style-type: none">• Achievable: Achieved by completing two TMS Oral Communications courses as well as meeting with a mentor once every other week.• Realistic: This employee can start working toward this goal right now.• Time-Bound: Goal will be achieved by the end of four months.”	



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Screen 33 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Plan : Typical Career Development Activities

What Career Development Activities occur during the Plan phase?



Select each activity to learn more.

☒ Set SMART Career Goals






Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job



Review the Training for Your Current Job

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Plan phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Set SMART Career Goals• Create an Individual Development Plan• Review the Gaps between Your Current Job and Desired Job• Review the Training for Your Current Job <p>The “Set SMART Career Goals” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>

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Screen 34 – Create an IDP

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VA Career Development 101

Plan : Typical Career Development Activities : **Create an IDP**

Select each circle to learn about the different roles employees and supervisors play in the IDP process.



Set SMART Career Goals

Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job

Review the Training for Your Current Job

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Screen Description	Narration
After selecting “Create an Individual Development Plan,” the screen displays an employee and a supervisor reviewing an IDP. The supervisor is labeled with an interactive number one button and the employee is labeled with an interactive number two button.	<p>Creating an Individual Development Plan, or IDP, allows you to develop a plan with actionable steps to achieve your short- and long-term career goals.</p> <p>Outline specific development activities and establish completion dates for each goal listed in your IDP.</p> <p>Use your IDP as a guide when you have development conversations with your supervisor or mentor and as way to track your progress.</p> <p>Although you are responsible for creating your own IDP, seek input from your supervisor to be sure you are on the right track.</p>



Screen Description	Narration
	<p>Select each person's circle to learn about their role and specific responsibilities throughout the IDP process.</p> <p>When you are finished, select "Next" to continue.</p>
<p>Selecting each number will display the corresponding text:</p> <ul style="list-style-type: none">• 1: "Supervisors are responsible for assisting employees in the development of their IDPs and supporting their goals. They provide insight about their employees' skills and potential and also suggest ways to develop and refine their abilities. They recommend areas where employees should focus their efforts, and they review IDPs to make sure all of the development activities support the identified goals."• 2: "Employees often tend to think of the IDP process as a simple check-the-box exercise at the end of the year. But your IDP is so much more than that: it is your career guide. Each year's IDP should build off the previous one. Each year, your goals should become more challenging as you learn new skills, improve your strengths, and hone your expertise. Once your IDP has been approved and finalized, resist the urge to store it away until the end of year. Review it often so you can continuously update and track your progress."	<p>No Narration</p>



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Screen 35 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Plan : Typical Career Development Activities

What Career Development Activities occur during the Plan phase?



Select each activity to learn more.

Set SMART Career Goals



Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job


Review the Training for Your Current Job

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Plan phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Set SMART Career Goals• Create an Individual Development Plan• Review the Gaps between Your Current Job and Desired Job• Review the Training for Your Current Job <p>The “Create an Individual Development Plan” activity is checked off to indicate it has been</p>	<p>Select another activity to learn more.</p>



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| MyCareer@VA

Screen Description	Narration
completed.	



Screen 36 – Review the Gaps between Your Current Job and Desired Job

Plan : Typical Career Development Activities : Review the Gaps between Your Current Job and Desired Job

Example Gap Report: Management/Program Analyst (GS 7-9) to Management/Program Analyst (GS 11-12)

Competencies/Knowledge Areas	Gaps
Principles of data analysis	Medium
Data collection and research techniques	Medium
Principles of strategic planning	Medium
Process improvement principles (e.g., Lean Six Sigma, Systems Redesign and general systems theory)	Medium
Project management principles and techniques	Medium
Advocates for Veterans	Medium
Exemplifies integrity	Low
Demonstrates empathy	Low
Fosters diversity and inclusion	Low
Contributes to high-performing teams	Low

Buttons: Set SMART Career Goals, Create an Individual Development Plan, **Review the Gaps between Your Current Job and Desired Job**, Review the Training for Your Current Job

Footer: MENU, RESOURCES, 28 of 43, Back Next

Screen Description	Narration
<p>After selecting “Review the Gaps between Your Current Job and Desired Job,” the screen displays an “Example Gap Report: for two positions - Management/Program Analyst (GS 7-9) and Management/Program Analyst (GS 11-12)” in a table. One column lists the “Competencies/Knowledge Areas,” and the other column listed the “Gaps.” Gaps are ranked low, medium, and high.</p> <p>The following “Competencies/Knowledge Areas” are matched to the corresponding “Gap:”</p> <ul style="list-style-type: none"> Principles of data analysis: Medium Data collection and research techniques: Medium 	<p>You can use the My Career Mapping Tool to see what knowledge and skills are needed for your dream job.</p> <p>The tool can generate a gap report, which compares the skills required for your current job with the job you want.</p> <p>The gaps are ranked “low,” “medium,” or “high.”</p> <p>Low suggests a small skill gap that you may be able to close quickly.</p> <p>High gaps may require additional training, education, experience, or specialized expertise.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Principles of strategic planning: Medium• Process improvement principles (e.g., Lean Six Sigma, Systems Redesign and general systems theory): Medium• Project management principles and techniques: Medium• Advocates for Veterans: Medium• Exemplifies integrity: Low• Demonstrates empathy: Low• Fosters diversity and inclusion: Low• Contributes to high-performing teams: Low	<p>Work with your supervisor or mentor to identify ways to close the identified gaps.</p> <p>Add them to your IDP as career goals so you can be sure to accomplish them.</p> <p>Select the “Next” button to continue.</p>



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MyCareer@VA

Screen 37 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Plan : Typical Career Development Activities

What Career Development Activities occur during the Plan phase?



Select each activity to learn more.

Set SMART Career Goals






Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job



Review the Training for Your Current Job

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Plan phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Set SMART Career Goals• Create an Individual Development Plan• Review the Gaps between Your Current Job and Desired Job• Review the Training for Your Current Job <p>The “Review the Gaps between Your Current Job and Desired Job” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



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MyCareer@VA

Screen 38 – Review the Training for Your Current Job



VALU MyCareer@VA **VA Career Development 101**

Plan : Typical Career Development Activities : **Review the Training for Your Current Job**



Set SMART Career Goals

Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job

Review the Training for Your Current Job

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Screen Description	Narration
After selecting “Review the Training for Your Current Job,” the screen displays employees at a meeting.	<p>Advancing to the next position requires you to perfect the skills and experiences needed for your current one.</p> <p>Use the VA Career Guides to find out the training resources and developmental experiences that will help you grow and develop in your current job.</p> <p>Resources include external opportunities as well as direct links to internal online training courses offered through VA’s Talent Management System, or TMS.</p> <p>Work with your supervisor or mentor to identify</p>



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Screen Description	Narration
	<p>the training resources and developmental experiences to focus on first.</p> <p>Once determined, add the opportunities to your IDP and identify target completion dates so you can easily track your progress.</p> <p>Select the “Next” button to continue.</p>



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Screen 39 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Plan : Typical Career Development Activities

What Career Development Activities occur during the Plan phase?



Select the "Next" button to continue.

Set SMART Career Goals






Create an Individual Development Plan

Review the Gaps between Your Current Job and Desired Job



Review the Training for Your Current Job

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Plan phase is highlighted and buttons containing examples of four activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Set SMART Career Goals• Create an Individual Development Plan• Review the Gaps between Your Current Job and Desired Job• Review the Training for Your Current Job <p>The “Review the Training for Your Current Job” activity is checked off to indicate it has been</p>	<p>Now that you have reviewed the key activities typically completed during the "Plan" phase of career development, select the "Next" button to continue.</p>



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Screen Description	Narration
completed.	



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Screen 40 – Activity: What I need to do next

Plan : Activity: What I need to do next

Select the next-step activities you want to add to your action plan, and then select "Add" to continue.

- ☐ Develop 2–3 short-term and 1–2 long-term goals using the SMART Method.
- ☐ Create an Individual Development Plan.
- ☐ Review your current Individual Development Plan and add 2–3 career goals for the upcoming year.
- ☐ Schedule a career conversation with your supervisor.
- ☐ Schedule a career conversation with a mentor.
- ☐ Prepare a list of questions and topics to discuss during your next career conversation.
- ☐ Use the My Career Mapping Tool to create a gap report between your current job and your desired job.
- ☐ Review your gap report with your supervisor or mentor.
- ☐ Review the training and development experiences listed for your current job in the VA Career Guides.

Add

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Screen Description	Narration
<p>The screen displays a checklist activity.</p> <p>Instructions: “Select the next-step activities you want to add to your action plan, and then select ‘Add’ to continue.”</p> <p>Checklist:</p> <ul style="list-style-type: none">• “Develop 2–3 short-term and 1–2 long-term goals using the SMART Method.• Create an Individual Development Plan.• Review your current Individual Development Plan and add 2–3 career goals for the upcoming year.• Schedule a career conversation with your supervisor.	<p>Now that you have learned about the “plan” phase, you are ready to review a list of next-step activities and select the ones you want to add to your action plan.</p> <p>When you are finished, select “Next” to continue.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Schedule a career conversation with a mentor.• Prepare a list of questions and topics to discuss during your next career conversation.• Use the My Career Mapping Tool to create a gap report between your current job and your desired job.• Review your gap report with your supervisor or mentor.• Review the training and development experiences listed for your current job in the VA Career Guides.”	



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Screen 41 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Take Action : Typical Career Development Activities

What Career Development Activities occur during the Take Action phase?



Select each activity to learn more.

Get Trained

Determine Developmental Activities to Complete

Solicit Feedback

Work with a Peer to Practice New Skills

Review Your IDP

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP	<p>Now that we have learned about the "Plan" phase, let's review the "Take Action" phase. These are examples of key activities typically completed during the "Take Action" phase of career development.</p> <p>Select each activity to learn more.</p>



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Screen 42 – Get Trained

Screen Description	Narration
<p>After selecting “Get Trained,” the screen displays the “VA Talent Management System” and “VA Learning University” logos and their corresponding links:</p> <ul style="list-style-type: none">• https://www.tms.va.gov/• http://www.valu.va.gov/	<p>VALU has developed a wealth of online career development resources specifically for VA employees like you.</p> <p>Identifying the knowledge and skill gaps between your current job and the one you want can help you select the courses most relevant to your current situation.</p> <p>You can access these online training resources 24/7 through the TMS catalog and registration system as well as the MyCareer@VA program.</p> <p>Courses typically take 30–60 minutes to complete. You can find courses according to particular topics, like “Emotional Intelligence” or “Public Speaking,”</p>



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Screen Description	Narration
	<p>as well as VA competencies, like “Fosters Diversity and Inclusion” or “Advocates for Veterans.”</p> <p>Select the “Next” button to continue.</p>



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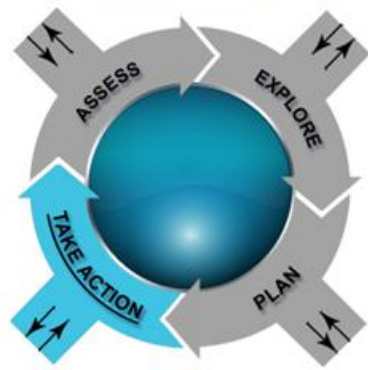
MyCareer@VA

Screen 43 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Take Action : Typical Career Development Activities

What Career Development Activities occur during the Take Action phase?



Select each activity to learn more.

☒ Get Trained

☐ Determine Developmental Activities to Complete




☐ Solicit Feedback



☐ Work with a Peer to Practice New Skills

☐ Review Your IDP



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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP <p>The “Get Trained” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



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Screen 44 – Determine Developmental Activities to Complete

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Take Action : Typical Career Development Activities : **Determine Developmental Activities to Complete**



Text Description of Image or Animation

Get Trained

Determine Developmental Activities to Complete

Solicit Feedback

Work with a Peer to Practice New Skills

Review Your IDP

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Screen Description	Narration
After selecting “Determine Developmental Activities to Complete,” the screen displays an employee writing down developmental activities to complete.	<p>When you develop your short- and long-term career goals, follow them up with 2–3 developmental activities that will help you achieve each goal.</p> <p>Most people immediately think of classroom training for developmental activities.</p> <p>But there are other meaningful options available to you.</p>
Example developmental activities appear around the employee. Activities include the following:	You can volunteer to take on a challenge project or a stretch assignment at your job, or you can participate in a mentoring program. You can also



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Screen Description	Narration
<ul style="list-style-type: none">• Challenge Project• Mentoring Program• Go Back to School• Stretch Assignment• Online Training• Attend a Conference	<p>take online training courses through MyCareer@VA or the TMS, go back to school, or attend a conference.</p> <p>Select the “Next” button to continue.</p>



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Screen 45 – Typical Career Development Activities

What Career Development Activities occur during the Take Action phase?

Select each activity to learn more.

Get Trained ☒ Determine Developmental Activities to Complete ☒ Solicit Feedback Work with a Peer to Practice New Skills Review Your IDP

Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP <p>The “Determine Developmental Activities to Complete” activity is checked off to indicate it has</p>	<p>Select another activity to learn more.</p>



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Screen Description	Narration
been completed.	



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Screen 46 – Solicit Feedback

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Take Action : Typical Career Development Activities : **Solicit Feedback**

Select each employee to hear a different perspective on receiving feedback, then select "Next" to continue.



Holly **Mark**

Get Trained **Determine Developmental Activities to Complete** **Solicit Feedback** **Work with a Peer to Practice New Skills** **Review Your IDP**

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Screen Description	Narration
After selecting "Solicit Feedback," the screen displays two employees: Holly and Mark.	<p>In order to do your job well and advance in your career, you need constant feedback.</p> <p>Sometimes it may be difficult for a supervisor, mentor, or co-worker to give you specific, direct, and honest feedback.</p> <p>But because it is critical for your growth and development, you should ask for feedback directly and as often as possible.</p> <p>Listen to Holly and Mark as they each provide you with a different perspective on receiving feedback.</p> <p>Select each image to hear each of their perspectives. When you are finished, select "Next"</p>



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Screen Description	Narration
	to continue.
Selecting “Holly” will play an audio clip of her perspective on receiving feedback.	Receiving specific and positive feedback has been a critical part of my growth and development at VA. It improves my morale, reaffirms I am doing things right, motivates me to continue exceling, and helps advance my career forward.
Selecting “Mark” will play an audio clip of his perspective on receiving feedback.	Constructive feedback can be very difficult for me to hear; however, I use it as motivation to do better next time. Constructive feedback has helped me learn new skills, perform better on challenging tasks, improve my overall quality of work, and view my personal successes as triumphs.



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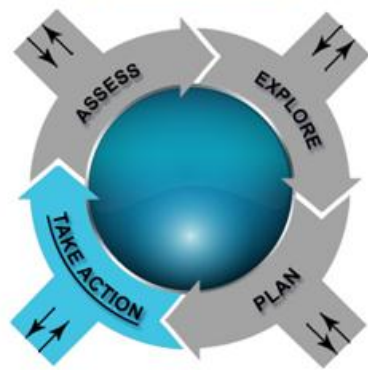
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Screen 47 – Typical Career Development Activities

**VALU** MyCareer@VA **VA Career Development 101**✕

Take Action : Typical Career Development Activities

What Career Development Activities occur during the Take Action phase?



Select each activity to learn more.

Get Trained ☒

Determine Developmental Activities to Complete ☒




Solicit Feedback ☒



Work with a Peer to Practice New Skills

Review Your IDP



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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP <p>The “Solicit Feedback” activity is checked off to indicate it has been completed.</p>	<p>Select another activity to learn more.</p>



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Screen 48 – Work with a Peer to Practice New Skills

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Take Action : Typical Career Development Activities : **Work with a Peer to Practice New Skills**



Get Trained

Determine Developmental Activities to Complete

Solicit Feedback

Work with a Peer to Practice New Skills

Review Your IDP

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Screen Description	Narration
After selecting “Work with a Peer to Practice New Skills” the screen displays two women working together to practice new skills.	<p>Working with a co-worker or team member is an excellent way to learn new skills while completing your daily tasks and responsibilities.</p> <p>Teaming up with someone who is really good at a particular skill will allow you to learn and practice in a safe and comfortable environment.</p> <p>Work with your supervisor or mentor if you are unsure of whom to seek help from.</p> <p>Select the “Next” button to continue.</p>



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Screen 49 – Typical Career Development Activities

**VALU** MyCareer@VA VA Career Development 101 ✕

Take Action : Typical Career Development Activities

What Career Development Activities occur during the Take Action phase?



Select each activity to learn more.

Get Trained ☒

Determine Developmental Activities to Complete ☒




Solicit Feedback ☒



Work with a Peer to Practice New Skills ☒



Review Your IDP ☐

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Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP <p>The “Work with a Peer to Practice New Skills” activity is checked off to indicate it has been</p>	<p>Select another activity to learn more.</p>



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Screen Description	Narration
completed.	



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Screen 50 – Review & Adjust Your IDP



Screen Description	Narration
After selecting “Review Your IDP,” the screen displays a checklist.	<p>As you move your career forward, it is important to continuously assess your progress toward accomplishing your career goals.</p> <p>This allows you to review your objectives and figure out whether you are staying on track or need to adjust your plan in order to continue moving in the right direction.</p> <p>Select the “Next” button to continue.</p>



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Screen 51 – Typical Career Development Activities

Screen Description	Narration
<p>The interactive screen displays a man smiling and the four phases of Career Development: Assess, Explore, Plan, and Take Action. The Take Action phase is highlighted and buttons containing examples of five activities that are typically completed during this phase are listed:</p> <ul style="list-style-type: none">• Get Trained• Determine Developmental Activities to Complete• Solicit Feedback• Work with a Peer to Practice New Skills• Review Your IDP <p>The “Review Your IDP” activity is checked off to indicate it has been completed.</p>	<p>Now that you have reviewed the key activities typically completed during the "Take Action" phase of career development, select the "Next" button to continue.</p>



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Screen 52 – Activity: What I need to do next

VA Career Development 101

Take Action : Activity: What I need to do next

Select the next-step activities you want to add to your action plan, and then select "Add" to continue.

- ☐ Identify 1–2 developmental activities that will help you achieve each goal.
- ☐ Solicit feedback from a supervisor or mentor and schedule a meeting for feedback.
- ☐ Prepare a list of topic areas, projects, and tasks that you would like to receive feedback on.
- ☐ Register for and complete one TMS or MyCareer@VA online training course.
- ☐ Work with a teammate or co-worker to practice skills you learned in a TMS/MyCareer@VA training course or external training opportunity.
- ☐ Review and adjust your IDP based on progress toward your career development goals.
- ☐ Use the VA Career Guides to identify professional associations relevant to your occupational field.
- ☐ Subscribe to or bookmark a website, web blog, journal, or publication relevant to an area of professional interest.

Add

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Screen Description	Narration
<p>The screen displays a checklist activity.</p> <p>Instructions: "Select the next-step activities you want to add to your action plan, and then select 'Add' to continue."</p> <p>Checklist:</p> <ul style="list-style-type: none">• "Identify 1–2 developmental activities that will help you achieve each goal.• Solicit feedback from a supervisor or mentor and schedule a meeting for feedback.• Prepare a list of topic areas, projects, and	<p>Now that you have learned about the "take action" phase of the career development process, you are ready to complete a few next-step activities.</p> <p>Review the list of activities and select the ones you want to add to your action plan.</p> <p>When you are finished, select "Next" to continue.</p>



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Screen Description	Narration
<p>tasks that you would like to receive feedback on.</p> <ul style="list-style-type: none">• Register for and complete one TMS or MyCareer@VA online training course.• Work with a teammate or co-worker to practice skills you learned in a TMS/MyCareer@VA training course or external training opportunity.• Review and adjust your IDP based on progress toward your career development goals.• Use the VA Career Guides to identify professional associations relevant to your occupational field.• Subscribe to or bookmark a website, web blog, journal, or publication relevant to an area of professional interest.”	



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Screen 53 – Knowledge Check 1 of 4



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VA Career Development 101

✕

Review of Four Career Development Phases : Knowledge Check 1 of 4

Select the career development phase in which you would complete the following activity, and then select "Submit."

Shadow an expert.


☐ Assess

☐ Explore






☐ Plan

☐ Take Action

Submit



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Screen Description	Narration
<p>The screen displays a knowledge check that comprises a question and a list of possible answers. The screen also displays the Four Phases of Career Development: Assess, Explore, Plan, and Take Action.</p> <p>Instructions: "Select the career development phase in which you would complete the following activity, and then select 'Submit.'"</p> <p>Question: "Shadow an expert."</p> <ul style="list-style-type: none">• Assess• Explore• Plan	<p>Let's review what you have learned today to ensure you are comfortable with the four phases of career development and the key activities completed during each phase.</p> <p>Select the career development phase in which you would complete the following activity, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Take Action" <p>Correct answer: "Explore"</p> <p>After selecting the correct answer, the screen displays: "Correct! That is correct."</p> <p>After selecting the incorrect answer, the screen displays: "Sorry, that's incorrect. 'Explore' is the correct phase."</p>	



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Screen 54 – Knowledge Check 2 of 4

**VALU** MyCareer@VA **VA Career Development 101**✕

Review of Four Career Development Phases : Knowledge Check 2 of 4

Select the career development phase in which you would complete the following activity, and then select "Submit."

Review your Individual Development Plan.


☐ Assess

☐ Explore






☐ Plan

☐ Take Action

Submit



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Screen Description	Narration
<p>The screen displays a knowledge check that comprises a question and a list of four possible answers. The screen also displays the Four Phases of Career Development: Assess, Explore, Plan, and Take Action.</p> <p>Instructions: "Select the career development phase in which you would complete the following activity, and then select 'Submit.'"</p> <p>Question: "Review your Individual Development Plan."</p> <ul style="list-style-type: none">AssessExplorePlan	<p>Select the career development phase in which you would complete the following activity, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Take Action" <p>Correct Answer: "Take Action"</p> <p>After selecting the correct answer, the screen displays: "Correct! That is correct."</p> <p>After selecting the incorrect answer, the screen displays: "Sorry, that's incorrect. 'Take Action' is the correct phase."</p>	



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Screen 55 – Knowledge Check 3 of 4

**VALU** MyCareer@VA **VA Career Development 101**✕

Review of Four Career Development Phases : Knowledge Check 3 of 4

Select the career development phase in which you would complete the following activity, and then select "Submit."


Learn about Emotional Intelligence.






☐ Assess

☐ Explore

☐ Plan

☐ Take Action



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Screen Description	Narration
<p>The screen displays a knowledge check that comprises a question and a list of four possible answers. The screen also displays the Four Phases of Career Development: Assess, Explore, Plan, and Take Action.</p> <p>Instructions: "Select the career development phase in which you would complete the following activity, and then select 'Submit.'"</p> <p>Question: "Learn about Emotional Intelligence."</p> <ul style="list-style-type: none">• Assess• Explore• Plan	<p>Select the career development phase in which you would complete the following activity, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Take Action" <p>Correct Answer: "Assess"</p> <p>After selecting the correct answer, the screen displays: "Correct! That is correct."</p> <p>After selecting the incorrect answer, the screen displays: "Sorry, that's incorrect. 'Assess' is the correct phase."</p>	



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Screen 56 – Knowledge Check 4 of 4

**VALU** MyCareer@VA **VA Career Development 101**✕

Review of Four Career Development Phases : Knowledge Check 4 of 4

Select the career development phase in which you would complete the following activity, and then select "Submit."






Set SMART goals.

☐ Assess

☐ Explore

☐ Plan

☐ Take Action

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Screen Description	Narration
<p>The screen displays a knowledge check that comprises a question and a list of four possible answers. The screen also displays the Four Phases of Career Development: Assess, Explore, Plan, and Take Action.</p> <p>Instructions: "Select the career development phase in which you would complete the following activity, and then select 'Submit.'"</p> <p>Question: "Set SMART goals."</p> <ul style="list-style-type: none">• Assess• Explore• Plan	<p>Select the career development phase in which you would complete the following activity, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Take Action" <p>Correct Answer: "Plan"</p> <p>After selecting the correct answer, the screen displays: "Correct! That is correct."</p> <p>After selecting the incorrect answer, the screen displays: "Sorry, that's incorrect. 'Plan' is the correct phase."</p>	



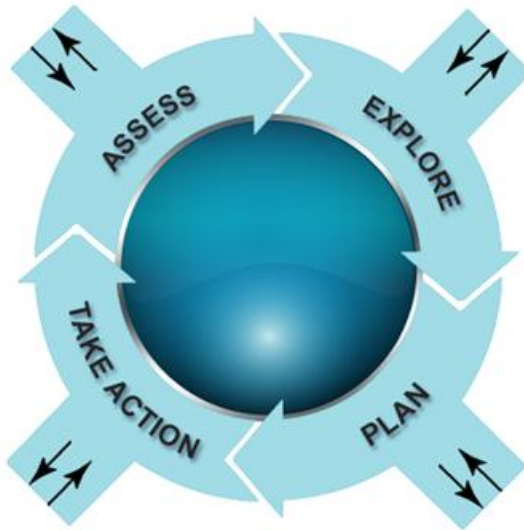
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




Screen 57 – Transition to the End of the Course

**VALU** MyCareer@VA VA Career Development 101 

Conclusion : Transition to the End of the Course



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Screen Description	Narration
The screen displays the four phases of Career Development: Assess, Explore, Plan, and Take Action.	<p>You've taken a critical step in becoming a master of your career development and professional future.</p> <p>Many people only think about the direction they want their careers to go.</p> <p>But you now have a framework to better organize your efforts moving forward.</p> <p>Select the "Next" button to continue.</p>



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Screen 58 – Review of Action Plan

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Conclusion : **Review of Action Plan**

Action Plan Components

My name is

I value career development because:

- I want to create a long, meaningful career with VA.
- I want to provide excellent service to Veterans.
- I want to make an impact at VA.

Based on my work in the VA Career Development 101 course, I intend to complete the following activities to grow my skills in owning my career.

Assess:

- Complete one Talent Management System (TMS) course on Emotional Intelligence

Explore:

- Use the VA Career Guides and explore 2–4 recommended jobs from your Career Fit Tool results








Plan:

- Develop 2–3 short-term and 1–2 long-term goals using the SMART Method.

Take Action:

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Screen Description	Narration
The screen displays a completed course “Action Plan”	Congratulations! You have completed VA Career Development 101!
At the top of the screen there is a field where you can type your name.	You have been building your personal career development action plan throughout this course.
At the bottom of the screen is a “Print Friendly Version” button which will open the completed “Action Plan” in a new window.	It contains a summary of your responses as well as next steps. Don’t forget to save or print it for future reference. Select the “Next” button to continue.



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Screen 59 – 201/301 Recommendation

**VALU** MyCareer@VA **VA Career Development 101**✕

Conclusion : 201/301 Recommendation

Read each statement and select the answer that best reflects your personal career development perspective, and then select "Submit."

Self-Reflection is...

- ☐ Something I haven't done before and as a result, I haven't identified my strengths and development areas.
- ☒ Something I do frequently and as a result, I know what my strengths are and where I need to develop.
- ☐ Critical to the personal and professional development of all employees. As a result, I help others self-reflect to identify their own strengths and improve where needed.






Participating in learning and self-advancement opportunities...

- ☐ Is difficult for me because I do not know which opportunities are available or appropriate for me. I depend on my supervisor or mentor to guide me toward the right learning activities.
- ☐ Allows me to improve my performance and I consistently seek out new opportunities on my own to acquire new knowledge and learn new skills.
- ☐ Is critical to the personal and professional development of all employees. As a result, I recommend specific learning activities to others.



When I receive constructive feedback, I...

- ☐ Sometimes feel defensive and a little frustrated in that moment.

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Screen Description	Narration
<p>The screen displays an activity with multiple statements and corresponding answers choices.</p> <p>Instructions: "Read each statement and select the answer that best reflects your personal career development perspective, and then select 'Submit.'"</p> <p>Statements:</p> <ul style="list-style-type: none">• "Self-Reflection is..."<ul style="list-style-type: none">○ Something I haven't done before and as a result, I haven't identified my strengths and development areas.○ Something I do frequently and as a result, I know what my strengths are and where I need to develop.	<p>Now that you have successfully completed VA Career Development 101, consider taking another course in this series.</p> <p>To help you decide which course is right for you, read each statement and select the answer that best reflects your personal career development perspective.</p> <p>When you submit your answers, you'll receive a course recommendation.</p>



Screen Description	Narration
<ul style="list-style-type: none"> ○ Critical to the personal and professional development of all employees. As a result, I help others self-reflect to identify their own strengths and improve where needed. ● Participating in learning and self-advancement opportunities... <ul style="list-style-type: none"> ○ Is difficult for me because I do not know which opportunities are available or appropriate for me. I depend on my supervisor or mentor to guide me toward the right learning activities. ○ Allows me to improve my performance and I consistently seek out new opportunities on my own to acquire new knowledge and learn new skills. ○ Is critical to the personal and professional development of all employees. As a result, I recommend specific learning activities to others. ● When I receive constructive feedback, I... <ul style="list-style-type: none"> ○ Sometimes feel defensive and a little frustrated in that moment. ○ Try to separate my feelings from the feedback itself. I listen and even ask for specific recommendations to improve my current performance. ○ Don't take it personally. Instead, I am motivated to improve my challenge areas. ● I believe mentoring... <ul style="list-style-type: none"> ○ Is important to my personal and professional development. But, I either don't yet have a mentor or have just begun the process of finding one. ○ Is valuable to my personal and professional development. As a result, I am actively involved in a mentoring program and meet with my mentor regularly. ○ Is critical to retaining top talent at VA. As a result, I am a mentor in a 	



Screen Description	Narration
<p>mentoring program and meet with my mentees regularly.</p> <ul style="list-style-type: none"> • I view building professional relationships as... <ul style="list-style-type: none"> ○ Challenging because I don't know how to begin building a network. ○ Useful and I am constantly looking for ways to meet and deepen connections with other VA employees. ○ Necessary and I help others nurture and expand their networks at VA. • I associate career development with... <ul style="list-style-type: none"> ○ Finding a new job. ○ Getting promoted. ○ Giving career advice. • Goal Setting is... <ul style="list-style-type: none"> ○ Challenging for me and I have difficulty establishing SMART career goals. ○ Important to me and I consistently establish SMART career goals every year. ○ Critical to charting a long and successful career; so I frequently help others create their own SMART career goals. • I have career development conversations... <ul style="list-style-type: none"> ○ Infrequently, I only meet with my supervisor to have formal conversations about my annual performance. ○ Frequently, I often meet with my mentor and/or supervisor to discuss my career path at VA. ○ Regularly, I schedule time with others to discuss their career paths at VA. • When I am faced with a difficult problem at work, I... <ul style="list-style-type: none"> ○ Can feel overwhelmed and rely on my supervisor for guidance to solve it. ○ View the problem as opportunity challenge and I bring potential solutions to my supervisor for consideration. ○ See opportunities for growth and 	



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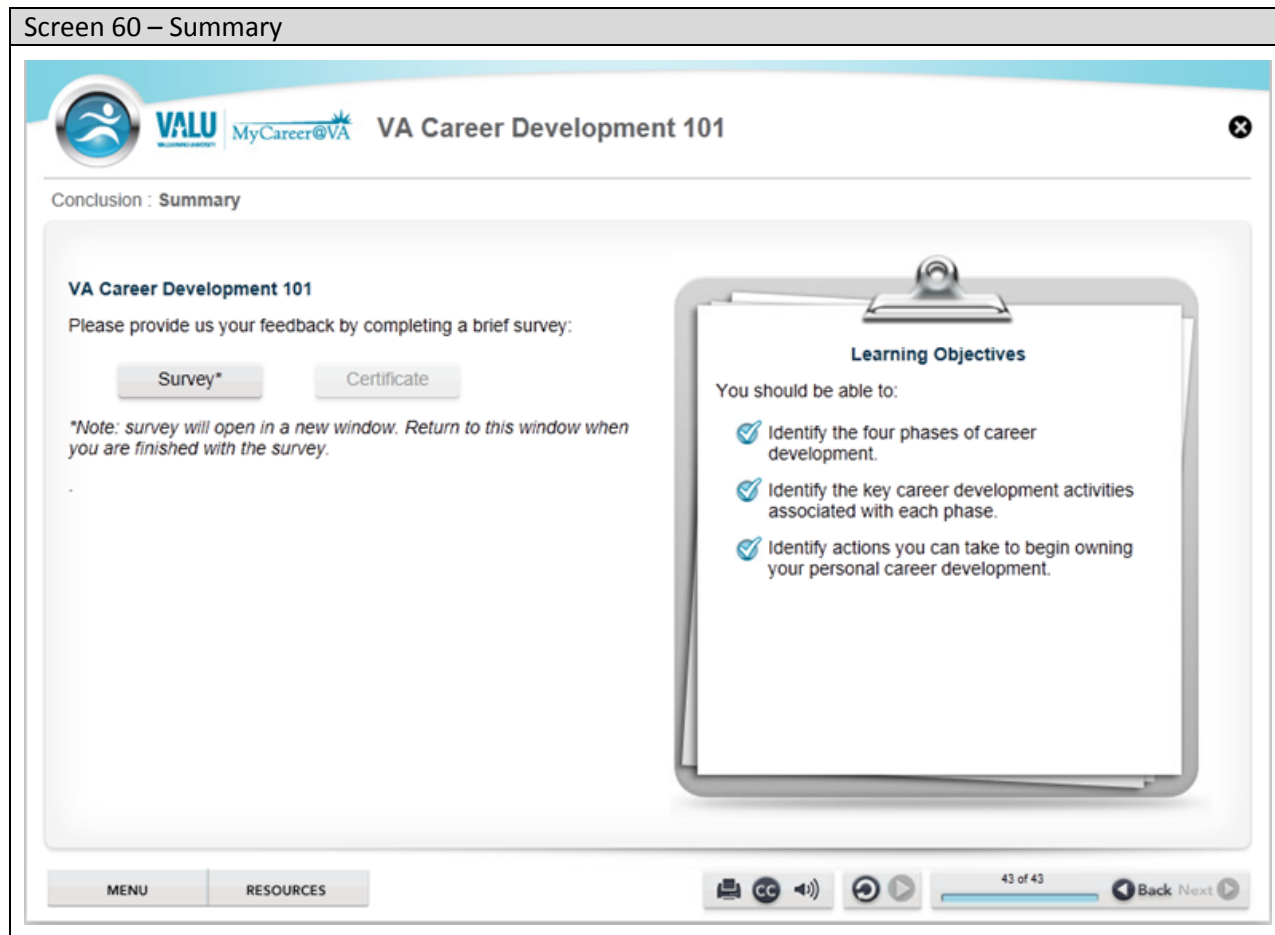
Screen Description	Narration
<p>leadership and empower others to try to resolve it.</p> <ul style="list-style-type: none">• I view career development as...<ul style="list-style-type: none">○ An additional task that needs to be balanced with my workload. As a result, I can't make time to participate in many career development activities at VA.○ Foundational to my individual personal and professional growth. As a result, I actively seek out opportunities to grow my career at VA.○ A benefit to VA and, as a result, I volunteer to lead or facilitate career development events and activities."	



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Screen 60 – Summary



Screen Description	Narration
<p>The screen displays a link to a brief survey.</p> <p>*Note: The survey will open in a new window. Return to this window when you are finished with the survey.</p> <p>The screen also displays the course learning objectives: “You should be able to:</p> <ul style="list-style-type: none">• Identify the four phases of career development.• Identify the key career development activities associated with each phase.• Identify actions you can take to begin owning your personal career development.”	<p>Thank you for taking the time to complete this course on the basics of career development.</p> <p>You should now be able to: identify the four phases of career development, the key career development activities associated with each phase, and actions you can take to begin owning your personal career development.</p> <p>Be sure to complete the activities you have added to your action plan and use the resources discussed today.</p> <p>Click the button to complete the survey.</p> <p>Once you have finished the survey, you will be able</p>



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Screen Description	Narration
	to print your completion certificate.